



FAMILY MEDICAL LEAVE CHECKLIST FOR EMPLOYEES

- ✓ Notify supervisors immediately of the intent to take leave.
- ✓ Pick up the paperwork from your HR office or download paperwork from the website (www.in.gov/spd, click *Policies & Procedures*, and then *Family & Medical Leave*) or click the following link: ([Applying for Family Medical Leave](#)). Read the information on the back of the request form.
- ✓ Fill out each section of the request form **completely-current addresses, phone numbers and email addresses (that are checked on a daily basis)**. ****Do not provide a work email address if the request for FML is continuous.**** We will not guess at your intent or identifying information. Leave request forms **will be** returned if any of the required information is missing or illegible.
- ✓ Note deadline of 15 calendar days for submitting supporting documentation. Requests will be denied if information is not received by the deadline-unless you have shown extenuating circumstances and requested an extension prior to the deadline.
- ✓ Make sure that supporting documentation for a serious health condition is based on recent, in-person evaluation / examination / treatment. You must complete the first two sections before submitting it to your health care provider (HCP) for completion of the rest of the Certification.
- ✓ It is **YOUR** responsibility to submit the Certification to HR. Do not rely upon the HCP's office to send it – you must follow up to confirm timely delivery or pick it up and deliver it yourself.
- ✓ Submit your FML leave request form and supporting documentation to (fax) 317-232-3089. Do not simply drop paperwork off with your Agency HR and assume it will be taken care of.
- ✓ Code timesheets appropriately. FML can be coded **if and only if** there is an **approved** FML leave. Simply submitting documentation is **not** a guarantee of an FML approval, so you cannot code time or mark in the comments as FML until you receive approval. Timesheets may need to be amended retroactively. This is one of the reasons advance notice is so important.
- ✓ Questions about which code to use on your timesheet should be directed to Agency Payroll.
- ✓ Questions? Contact the Family Medical Leave Help Line, at 317-234-7955.